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AUTHOR Wolf, Thomas
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ABSTRACT

This handbook for organizing performance presentations, designed for professional organizations and volunteer or not-profit organizations, focuses on how to manage a presenting organization. The volume features 40 specific rules to guide groups presenting performances. The rules include: (1) get organized, (2) know the law, (3) remember performers are people too, (4) use your performers fully (discusses using students as helpers and performers, using schools as places to perform, and exposing students to live performances), (5) find benevolent angels, (6) insist on a contract, (7) and know the union rules. The chapters are: (1) "Administration"; (2) "Programming and Performers"; (3) "Filling the Auditorium"; (4) "Fund Raising"; and (5) "Behind the Curtain." Seven appendices offer sample bylaws, a sample contract and rider, a sample press release, a sample fund-raising letter, the procedure for applying to the National Endowment for the Arts, a technical glossary, and a list of regional arts organizations. (FB)

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